DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS MARYLAND 21402-1300

PROVOSTINST 12335.1E
VPFA
2 Nov 2026

PROVOST INSTRUCTION 12335.1E

From: Provost, U.S. Naval Academy

Subj: PROCEDURES CONCERNING THE PREPARATION OF RECOMMENDATIONS FOR ACADEMIC PROMOTION AND REAPPOINTMENT

Ref: (a) PROVOSTINST 12430.1B

Encl: (1) Class Observation Worksheet
(2) Candidate Worksheet
(3) Department Worksheet

1. Purpose

a. To publish guidance regarding the procedures for the preparation of recommendations for academic promotion and reappointment.

b. This revision removes all policy, procedures, and reporting requirements regarding academic tenure and the Yard-Wide Promotion and Tenure Committee. The revision outlines policy, procedures, and reporting requirements for academic promotion and reappointment, with the former reviewed by the Yard-Wide Academic Promotion Committee.

2. Cancellation. PROVOSTINST 12335.1D.

3. Scope and Applicability. This instruction applies to all academic departments and faculty members within the U.S. Naval Academy (USNA) involved in the academic promotion and reappointment processes.

4. Background. Reference (a) provides the performance expectations and guidelines to be applied to all actions affecting promotion and reappointment. The key change to procedures is the requirement for a paired peer teaching evaluation of faculty candidates applying for promotion or reappointment.

5. Action

a. Department chairs are responsible, per reference (a), for the preparation of all recommendations concerning academic promotion and civilian faculty reappointment.

b. Enclosures (1), (2), and (3) shall be used in the preparation of recommendations for any of the actions listed above.

(1) A candidate's submission for consideration for reappointment or promotion shall include the summary from a paired peer evaluation, conducted within the two years leading up to the package submission date. The observing pair shall include one faculty member from within the candidate's department and one faculty member from outside the candidate's department. The observers shall observe the same class and each utilize the worksheet provided in enclosure (1). They shall then compare observations and submit a consensus summary of their observations to the department chair and the candidate. The department is responsible for providing this summary as part of the Departmental Worksheet. The candidate is also encouraged to reflect on the feedback they received through the paired teaching evaluation process as part of their promotion package.

(2) Faculty candidates under consideration for these actions will be asked to provide input for the Candidate Worksheet, enclosure (2). Candidates should review all aspects of the Candidate Worksheet for completeness, accuracy, and proper bibliographic format.

(3) The Departmental Worksheet, enclosure (3), contains the department chair's comprehensive assessment of the candidate's record in support of the chair's recommendation for academic promotion, reappointment, or non-renewal of contract, concerning the candidate. The Departmental Worksheet is not to be prepared by the candidate or shared with the candidate.

c. For promotion reviews, two members of the academic promotion committee will visit separate classes for a candidate as a component of the teaching assessment. Note that these class visits are in addition to the paired teaching evaluation described in paragraph 5b(1).

d. All individuals involved in evaluating and recommending candidates for academic promotion are reminded of their obligation to be scrupulous in ensuring that each candidacy is treated fairly, equitably, and in accordance with the rules, regulations, and expectations of the institution and the profession, particularly as outlined in reference (a).

e. The Provost Office will promulgate annually the schedule for submission of recommendation packages for reappointment or academic promotion. Reappointment packages will be due to the Provost's Office, via the chain of command, at the end of the spring semester, and academic promotion packages are due, via the chain of command, in mid-January.

6. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at https://www.secnav.navy.mil/doni/Records%20Management%20Schedules/Forms/AllItems.aspx

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records custodian or the USNA Records Manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Vice Provost for Faculty Affairs will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known for the following guidance in OPNAV Manual 5215.1, of May 2016.

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Releasability and distribution:
This instruction is cleared for public release and is available electronically only via the Provost Issuance Website, https://www.usna.edu/Academics/Provost/Rules-Regulations/Instructions.php

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Class Observation Rating Checklist

Course: Instructor: Date:
Observers:

Circle your responses to each of the 10 questions and then add comments below the table.

The instructor	One of the Best (OB)	Strong (S)	Met Expectations (ME)	Needs Improvement (NI)	Unsatisfactory (UN)
1- was well prepared for class	OB	S	ME	NI	UN
2 -was knowledgeable about the subject matter	OB	S	ME	NI	UN
3- was engaged with the subject matter	OB	S	ME	NI	UN
4 - spoke clearly, audibly, and confidently	OB	S	ME	NI	UN
5 - used a variety of relevant illustrations/examples	OB	S	ME	NI	UN
6 - made effective use of the board and/or visual aids	OB	S	ME	NI	UN
7 - asked stimulating and challenging questions	OB	S	ME	NI	UN
8 - effectively held class's attention	OB	S	ME	NI	UN
9 - achieved active student involvement	OB	S	ME	NI	UN
10 - treated students with respect	OB	S	ME	NI	UN

What worked well in the class?

What could have been improved?

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CANDIDATE WORKSHEET

Note to the Candidate: Although members of the Academic Promotion Committee evaluate all supplementary materials submitted in accordance with Part II (below), Part I of this Candidate Worksheet is critical because it is the foundation upon which the committee members build an evaluation of your candidacy. This section not only gives you an opportunity to list your contributions to the Academy and to your discipline, but also allows you to contextualize and highlight them. The Provost and all members of the committee have a copy of Part I throughout the promotion process.

Part I. CURRICULUM VITAE (submitted electronically via the chain of command)

Name and Rank _____

Total years at USNA _____

Date of Appointment to Current Rank _____

Date of Appointment to Assistant Professor rank at USNA: (DD/MM/YY)_____

1. Education. (Degrees; dates; institutions):

2. Employment. (Dates; institutions; commercial firms; government agencies; internships):

3. Teaching. (Provide information under relevant subheadings; all need not apply):

   a. Courses taught (Include dates):

   b. Course coordination:

   c. Course and laboratory development (Include here any pedagogical seminars or short courses attended):

4. Scholarship and Scholarly Activity. Include complete listings of all publications, presentations, reports, manuals, grants, awards, research support, and other contributions to your scholarly discipline. Please group publications by level of peer review: for example, books (including chapters), peer-reviewed journals, peer-reviewed proceedings, technical reports and other publications. Within each group, list publications in reverse chronological order. Page numbers must be included when available. Articles published in an electronic format should be listed within the category appropriate for the level of review involved. In cases of multiple authorship, please include a short phrase or statement to characterize your role in the collaboration (editor, project manager, contributor, principal investigator, etc.) and describe your specific contribution to the content of the publication.

5. Service. (To department, school, division, yard, professional community)

6. Personal Statement (Highly recommended, but optional and limited to 1000 words). In language understandable to colleagues from various disciplines, highlight areas not covered elsewhere in this worksheet, e.g., philosophy of teaching and scholarship, research agenda, teaching agenda, plans for future institutional service. This statement can also be used to acknowledge and address student feedback, describe the improvements made and/or the challenges overcome in teaching. In the area of research, the personal statement can be an opportunity to identify the two or three most important contributions you have made to a field of study and to explain why they are significant.

Part II. SUPPLEMENTARY MATERIALS (Supplemental materials should be submitted electronically with rare exceptions. Candidates should submit their materials on an organized google share drive. Once the candidate has completed the package, drive ownership should be transferred to the department chair. After review the chair will then transfer ownership of the drive to the associate dean for review who will transfer ownership to the Vice Provost for Faculty Affairs which will constitute submission of the final package):

1. Publications. While it is not necessary to include all of your publications, it is recommended that you include your most significant scholarly publications (no more than five or six), preferably from the last six years, with short paragraphs indicating why you consider each particularly significant. To help the Academic Promotion Committee evaluate the scope and stature of the professional journals in which you have published, please provide, if possible, photocopies of their editorial policy statements and sample tables of contents. Either here or in Part I.4 (above), you may include additional amplifying information regarding your scholarship and publications such as journal and proceedings acceptance rates, citations of your work by other authors, reviews, or other evaluations of your work by scholars in your discipline.

2. Other Significant Materials Relevant to Teaching, Scholarship, and Institutional Service. Examples include creative computer programs developed, copies of unpublished materials such as books, proofs of accepted journal articles, conference presentations, innovative course supplements designed, letters of commendation, and short videos. You are particularly encouraged to prepare and submit meaningful materials in support of your teaching, your class and laboratory development, and your course coordination efforts.

3. Classified Materials. Candidates may include classified materials in their academic promotion packages. Candidates should follow the guidelines below when including classified materials.

a. Candidates should discuss with their department chair the implication of engaging in classified work, their time commitments, and the evidence needed for an academic promotion package.

b. Candidates should discuss their desire to include materials associated with their classified work in their promotion package as soon as possible with their department chair and the Vice Provost for Faculty Affairs.

c. Candidates will engage with the sponsor of the classified work to provide an impact statement and to identify which artifacts of their work can be reviewed for the candidate's package.

d. Candidates are requested to provide reviewers familiar with academic promotion standards, for example Navy University System faculty, who may be able to review the material. USNA will endeavor to provide reviewers with the appropriate clearance level and knowledge of the institutional standards for promotion to review the artifacts approved for review by the sponsor and provide an assessment to the Academic Promotion committee.

e. The assessment of the artifacts provided by the reviews will indicate whether the work is of a scholarly nature and has met a peer review standard (for example classified journals). The latter may also be assessed based on the adoption of the artifact by the sponsoring entity or other quantifiable output.

DEPARTMENT WORKSHEET
(To be completed by Department Chair)

Candidate's Name and Rank _____

Recommendation _____

1. Department Comments:

a. Address the candidate's record as it applies to the Academy's criteria for academic promotion. Comments in reference to reappointment or non-reappointment should also be framed by the criteria for academic promotion.

(1) Professional competence

(2) Teaching ability

(3) Scholarship

(4) Administrative ability.

b. Departmental recommendation. This recommendation – for academic promotion and renewal or non-renewal of contract – is the professional assessment of the department regarding the individual's future contributions. Do not repeat the factual information presented on the candidate's worksheet.

2. Personal attributes and value to USNA: Include comments on collegiality, breadth of institutional involvement, initiative, integrity, breadth of intellectual interests, potential future contributions of the individual.

3. Student Opinion Forms (SOFS) for the two semesters preceding the spring review, the prior calendar year semesters, and three of the four semesters from the preceding two calendar years in which the candidate taught at the Naval Academy (sabbatical semesters do not count as part of the five semesters) should be submitted electronically to the Vice Provost for Faculty Affairs by placing on the google share drive, one file for each section of each course. The following naming convention should be used, LastName_YYK_MMXXX_ZZZZ.pdf, where YY is the Academic Year, K is F-fall or S-spring, MMXXX course designator, ZZZZ the section number (e.g. O'Sullivan_20F_SC111_1001.pdf, fall of AY2020).

4. Paired Peer Observation Summary, as described in section 5b(1) of PROVOSTINST 12335.1E.

5. Faculty Performance Evaluations (Copies of the annual performance reviews for each candidate for the past two full academic years will be obtained directly from the Defense

Performance Management and Appraisal Program by the department chair and made available to the Academic Promotion Committee).

6. Provide grade distributions for all sections of courses the candidate taught for the four semesters preceding the spring review.